



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Special Meeting - Commissioners Meeting
Minutes of March 24, 2020

Roll Call: Bjorklund, Carlson, Harris, Slater, and Executive Director Shaff. Excused: Dunaiski, Guests: N. Lahti,

1. Welcome and Introductions:

The meeting was called to order by Chairman Slater at 7:42 AM.

2. COVID 19

Shaff outlined a proposed administrative plan during COVID 19 and Shelter in Place Order.

- Receptionist/Front Desk – Suspended until further notice
- Public Housing Specialist – Suspended until further notice
- Office Manager – will work one day a week
- Section 8/HCV Coordinator will work two days a week remotely and three days in the office.
- Housekeeping hours will be increased to five hours per day to accommodate sanitization three times each day.
- Maintenance will continue to work regular hours – but will not enter into a unit unless it is an emergency.
- Executive Director will work remotely two days per week and in the office three days per week.

In order to work from home the Executive Director and the HCV/Section 8 Coordinator will receive a Straight Talk phone and a lap top computer.

All employees will be “kept whole” and receive their regular wages and scheduled benefits through April 15, 2020. Employee’s hours that are reduced will be encouraged to apply for unemployment.

A motion was to approve the proposed administrative plan was made by Carlson and seconded by Bjorklund. Motion Carried.

3. Adjournment

A motion to adjourn was made by Carlson and seconded by Bjorklund at 8:00 am.

Cynthia Slater, Chair

Date

XXXXXXXXXXXXX, Secretary

Date

****The re-scheduled annual meeting did not take place. The meeting will be held on April 14, 2020.**